

JOB OPPORTUNITY RH2425-45

RECREATIONAL ACTIVITIES TECHNICIAN

(ADULT EDUCATION)

3 HOURS PER WEEK

MECATINA SCHOOL, LA TABATIÈRE (QUÉBEC)

AND CENTRE ST-LAWRENCE, MUTTON BAY (QUÉBEC)

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NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in organizing social, cultural and sports activities of all types mainly for groups, taking into account their expectations as well as established policies either as a complement to certain educational programs or more often as recreation.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment participates in the preparation and implementation of sports and sociocultural activity programs, such as music, theatre, cinema, visual arts, exhibitions, sports tournaments and gymnastics.

The employee participates in determining the activities; he or she prepares program schedules and ensures the smooth operation; explains the nature, objectives and regulations regarding activities; identifies abnormal situations and rectifies or reports them to the authorities according to established instructions.

He or she uses facilitation techniques to assist groups in organizing and setting up leisure activities.

In residences, the employee is required to provide information, guide and direct students with respect to the various aspects of residence life. Depending on the problems or situations encountered, he or she may be required to contact the school staff and, at times, parents.

In keeping with the policy established, the employee may be responsible for information: publicity committee, bulletin, postings and news releases in newspapers or on the radio.

He or she participates in selecting equipment and materials that the school board places at the disposal of groups and, in particular, takes into account the quality and cost of the equipment and makes appropriate recommendations to the authorities concerned. He or she oversees the maintenance of the equipment in the inventory and ensures its rational use.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Hold a Diploma of College Studies in Community Recreation Leadership Training or a diploma or an attestation of studies recognized as equivalent by the competent authority.

SALARY: Between \$ 25,96 and \$ 33,58 plus a remote and isolation premium.

BEGINNING OF EMPLOYMENT: As soon as possible.

Applications must be sent to the Human Resources Service to the following email address:

recrutement@cssdulittoral.gouv.qc.ca.